

March 1, 2009

To whom it may concern:

In order to comply with the requirements of 105 CMR 430, it is required that Recreational Camp Directors complete and submit the attached applications forms by **April 1, 2009**. These forms include:

1. RC-FORM A, Recreational Camp Inspection Checklist
2. RC-FORM B, Fire Prevention Inspection Checklist
3. RC-FORM C, to be kept for your files. These forms should be available upon request.
4. In order to assist you in developing a Fire Evacuation Plan, the Boston Fire Department has provided Fire Evacuation Plan guidelines. It should be noted that each camp, its location, and its occupants have unique characteristics. It is the responsibility of the camp director as required by their define duties in 105 CMR, to develop a **Fire Evacuation Plan**.

All evacuation plans forms and test reports must be completed, signed and returned to:

Boston Fire Department
C/O Summer Camps
Fire Prevention/Plans Section
1010 Massachusetts Avenue
Boston, MA 02118

Attn: Fire Inspector Dalmar, Summer Camps

Any questions please contact the Fire Prevention Division at 617-343-2188.

No inspections will be scheduled until the above forms have been filled out completely and submitted. You will be notified of an inspection date and time.

The Boston Fire Department wishes all campers to have a safe and happy summer.

Sincerely,

Frank M. Kodzis
Deputy Chief/Fire Marshal